

ASSOCIATE HANDBOOK

REQUIRED NOTICES SUPPLEMENT

VS&Co
VICTORIA'S SECRET & CO.

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California

California Notice Regarding Lactation Accommodation

The company provides a reasonable amount of break time to accommodate an associate's need to breastfeed or pump.

The company makes a reasonable effort to provide an associate with the use of a room or other location to express milk in private. Such spaces meet the requirements of the California Labor Code. Options may include a mother's lounge in the mall; a manager's office with a door; a fitting room, or a lactation privacy tent. Restrooms are not offered as lactation spaces.

Retaliation related to breastfeeding or expressing milk is prohibited.

Procedures: Associates should request a lactation accommodation from the Store Manager and/or HR Direct. Every associate's need for time will be different. Regularly scheduled rest and/or meal periods be used. Associates should discuss any need for time in addition to the standard rest and/or meal times with the Store Manager. If the company must deny any request for accommodation, it will do so in writing. Associates have the right to file a complaint with the labor commissioner for any violation of rights regarding lactation accommodations.

Please refer to the SOP or P&P regarding lactation accommodations. If you have questions about a reasonable lactation accommodation, please contact your HR partner or HR Direct.

San Francisco

Notice Regarding San Francisco, CA Lactation in the Workplace Ordinance

Nursing associates in San Francisco, CA have the right to a lactation accommodation – including time to express breastmilk and a lactation space in which to do so. Associates should make a request for a lactation accommodation to the Store Manager or the District Manager. The Company will grant any nursing associate the lactation space described below to express milk during her breaks, at her discretion. If a nursing associate requests a different lactation accommodation, the associate should submit a written request to the Store Manager or District Manager. The Company will respond in writing within five (5) business days.

Lactation Space: Nursing associates will be provided with space, designated by store leadership, in close proximity to the associate's work area that is shielded from view and free from intrusion from co-workers and the public, to express breastmilk. The room or location may be the place where the

associate normally works or may be a multi-purpose room, if it otherwise meets the requirements of the lactation space. Restrooms will not be offered as lactation spaces. Options may include a mother's lounge in the mall; a manager's office with a door; a fitting room, etc. The lactation space will be safe, clean, and free of toxic or hazardous materials; contain a place to sit and a surface to place a breast pump and personal items, and have access to electricity. Associates will also have access to a sink with running water and a refrigerator in close proximity to the associate's workspace.

Retaliation related to breastfeeding or expressing milk is prohibited. The San Francisco Lactation in the Workplace Ordinance expressly prohibits retaliation against nursing associates for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

Any record of any written request for lactation accommodations will be maintained for three years. The record will include the name of the associate, the date of the request, and a description of how the request was resolved.

Please also refer to the Operating Procedures or the Associate Handbook regarding lactation accommodations. If you have questions about a reasonable lactation accommodation, please contact your HR partner or HR Direct.

Colorado

Colorado Wage & Hour Rights & Responsibilities: The COMPS Order

[Click Here to View PDF](#)

Colorado Workplace Public Health Rights Poster

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Colorado Discrimination & Harassment Notification

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Connecticut

Connecticut Sexual Harassment Notifications

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District of Columbia

DC Family Medical Leave Act

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Maine

Maine Paid Family Medical Leave Notice

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Maryland

Maryland Earned Sick & Safe Leave

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Baltimore, MD

Notice Regarding Baltimore, MD Lactation in the Workplace Ordinance

Nursing associates in Baltimore, MD have the right to a lactation accommodation – including time to express breast-milk and a lactation space in which to do so. Associates should make a request for a lactation accommodation to the Store Manager, District Manager or HR Direct. The Company will grant any nursing associate the lactation space described below to express milk during her breaks, at her discretion.

Every associate's need for time will be different. Regularly scheduled rest and/or meal periods should be used. Associates should discuss any need for time in addition to the standard rest and/or meal times with the Store Manager. The Company will respond to accommodation requests within five (5) business days.

Nursing associates will be provided with space, designated by store leadership, in close proximity to the associate's work

area that is shielded from view and free from intrusion from co-workers and the public, to express breastmilk. The room or location may be the place where the associate normally works or may be a multi-purpose room, a mother's lounge in the mall, a manager's office with a door, a fitting room, a lactation privacy tent, or another space that meets the requirements of the lactation space. Restrooms will not be offered as lactation spaces. The lactation space will be safe, clean, and free of toxic or hazardous materials; contain a place to sit and a surface to place a breast pump and personal items and have access to electricity. Associates will also have access to a sink with running water and a refrigerator in close proximity to the associate's workspace.

Retaliation related to breastfeeding or expressing milk is prohibited. The Baltimore, MD Lactation Accommodations in the Workplace Ordinance expressly prohibits retaliation against nursing associates for exercising their rights granted by the ordinance. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

If the company must deny any request for accommodation, it will do so in writing. Associates have the right to file a complaint with the Baltimore Community Relations Commission for any violation of rights regarding lactation accommodations.

Please also refer to the SOP or P&P regarding lactation accommodations. If you have questions about a reasonable lactation accommodation, please contact your HR partner or HR Direct.

Massachusetts

MCAD Guidance Pregnant Workers Fairness Act

(Issued 1/23/2018)

The Pregnant Workers Fairness Act (“the Act”) amends the current statute prohibiting discrimination in employment, G.L. c. 151B, §4, enforced by the Massachusetts Commission Against Discrimination (MCAD). The Act, effective on April 1, 2018, expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes employers’ obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive. Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Under the Act:

- Upon request for an accommodation, the employer has an obligation to communicate with the employee in order to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an “interactive process,” and it must be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the employer.
- An employer must accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. “Undue hardship” means that providing the accommodation would cause the employer significant difficulty or expense.
- An employer cannot require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the employer.
- An employer cannot refuse to hire a pregnant job applicant or applicant with a pregnancy-related condition, because of the pregnancy or the pregnancy-related condition, if an applicant is capable of performing the essential functions of the position with a reasonable accommodation.
- An employer cannot deny an employment opportunity or take adverse action against an employee because of the employee’s request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.

- An employer cannot require medical documentation about the need for an accommodation if the accommodation requested is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. An employer, may, however, request medical documentation for other accommodations.
- Employers must provide written notice to employees of the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodations for conditions related to pregnancy, in a handbook, pamphlet, or other means of notice no later than April 1, 2018.
- Employers must also provide written notice of employees’ rights under the Act: (1) to new employees at or prior to the start of employment; and (2) to an employee who notifies the employer of a pregnancy or a pregnancy-related condition, no more than 10 days after such notification.

The foregoing is a synopsis of the requirements under the Act, and both employees and employers are encouraged to read the full text of the law available on the General Court’s website [here](#).

If you believe you have been discriminated against on the basis of pregnancy or a pregnancy-related condition, you may file a formal complaint with the MCAD. You may also have the right to file a complaint with the Equal Employment Opportunity Commission if the conduct violates the Pregnancy Discrimination Act, which amended Title VII of the Civil Rights Act of 1964. Both agencies require the formal complaint to be filed within 300 days of the discriminatory act.

Minnesota

Minnesota Wage Disclosure Protection

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5075 or 800-342-5354.

St. Paul, Minnesota Minimum Wage Theft Notice

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New Jersey

New Jersey Medical & Family Leave

[Click Here to View PDF](#)

New York

New York Lactation Policy

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New York Labor Law 203-E Prohibition of Discrimination Based on Employee's Reproductive Health Decision Making

Your Rights Under NY Labor Law 203-E

An employer is prohibited from accessing an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the employee's prior informed affirmative written consent.

An employer shall not discriminate nor take any retaliatory personnel action against an employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or require an employee to sign a waiver or other document which purports to deny an employee the right

to make their own reproductive health care decisions, including use of a particular drug, device, or medical service.

An employee may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of this section. In any civil action alleging a violation of this section, the court may:

- a. award damages, including, but not limited to, back pay, benefits and reasonable attorneys' fees and costs incurred to a prevailing plaintiff;
 - b. afford injunctive relief against any employer that commits or proposes to commit a violation of the provisions of this section;
 - c. order reinstatement; and/or
 - d. award liquidated damages.
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Oregon

Oregon Sick Time Notice

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Utah

Utah Pregnancy & Lactation Accommodations Notice

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Virginia

Virginia Pregnancy Accommodation Notice

[Click Here to View PDF](#)

Virginia Reasonable Accommodation for Disability Notification

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